❑ Projects have a life not to exceed 60 months.

D PROJECTS
❑ Look at the Termination Date.
    ☞ If past or close to the Termination Date, check with the Research Leader
       to see what the 'plan' is for the project.
         Replacing, Extending or Bridging are some of the options.
    ☞ If you replace or bridge, do the Permanent Fund Transfer to the new
       project from the old project.

T,R,S,C,G SIBLING PROJECTS
❑ Look at the Project Number.
❑ Does it need to be renumbered?
    ☞ Renumber the AD-416.
❑ Check Inhouse Project Numbers.
    ☞ Update Inhouse Project Number and Research Codes on 425s.
    ☞ Update Inhouse Project Number on 550As.
❑ Check any S project.
❑ Funded by a T?
    ☞ If so, renumber T first, as S uses T number as the Inhouse Project
       Number on the 550A.
❑ Look at the Termination Date.
    ☞ If it needs to be extended, check with the scientist and work with the
       scientist to get the project extended.
    ☞ If it's not going to be extended, terminate it yourself or at least be
       prepared to terminate it through the AD-421 Annual Research Progress
       Report process.
❑ Look at the Investigator.
❑ Is the Investigator still assigned to this project?
    ☞ Update Investigator and SY times as needed.
❑ Look at the Special Codes.
❑ Is there a BRCOM code listed?
    ☞ If so, the Biosafety Info in the Approach should be current or updated.
    ☞ Find and work with your Committee.

If a sibling action involving $$ is done in ARIS and forwarded to Area Level,
please have documentation paperwork sent to the Area, following your Location
standard operating procedures, as soon as you can.

If the Extramural Agreements Specialist gets the paperwork, it's shared with
the Program Analyst; if the Program Analyst gets the paperwork, it's shared
with the Extramural Agreements Specialist.

The ARIS action will remain at the Area Level until the paperwork is received,
either by Extramural Agreements Specialist or Program Analyst.

425s
❑ Look at the status.
    ☞ If it's Pending, check with the scientist on status and update the 425
       in ARIS with the info given you to either fund, award or unfund.
       Pending status is all right as long as the scientist has confirmed the
       status.
❑ On both Pending and Active, look at the End Date.
❑ Is the End Date past or close?
    ☞ Check with the scientist on status and update the 425 in ARIS with the
       info given you to either terminate, extend or unfund.
❑ Look at the Inhouse Project Numbers.
    ☞ Update Inhouse Project Number and Research Codes on 425s as needed.
❑ Look at the Contact.

❑ Is the Contact name still correct?
  ☞ Update the 425 in ARIS as needed.

NOTE: New or 425s involving $$ will sit at Area Level until paperwork is received, either by Extramural Agreements Specialist or Program Analyst.

Renumbering Sibling Projects

❑ Renumbering a sibling project must be done when the original Inhouse project has been replaced with a new AD-416/417.

❑ Sibling projects include Trusts (T), Reimbursables (R), Specific Cooperative Agreements (S), Contracts (C), and Grants (G).

❑ Renumbering a sibling project requires the following steps:
  ☞ Find Next Available Project Number - R, T, S, C, G
  ☞ Create a Work Record from Active 416/417 Records
  ☞ Modify 416/417 and the 550 or 425 in the Work file.
  ☞ Remarks section of 416 must have reason for the current action
    (Renumbered from 1235-52000-001-01T to agree with new Inhouse project.)
❑ If the project is a Reimbursable (R) or Trust (T), the 425 must also be modified.
  ☞ 425
  ☞ Research Perf Org/Inhouse
  ☞ Research Codes (verified and/or modified)
  ☞ Select Inhouse SOI & STP Codes
❑ If the project is a Specific Cooperative Agreement (S) or Grant (G), the 550 must also be modified.
  ☞ 550 data
  ☞ Related Inhouse Project No. **NOTE:** This should be the associated **Inhouse** project number. The budget page is separate from this entry and could possibly have a different project number than the associated Inhouse project number.

Remarks

REMEMBER that when a Work Record is created, the REMARKS SECTION IS ERASED.